



Sandy City Commercial License Application

10000 Centennial Parkway, Sandy 84070

Phone (801) 568-7252

HOW TO APPLY FOR A SANDY CITY BUSINESS LICENSE (please retain for your records)

Sandy is a great place to locate a business! This office wishes to offer assistance with the application process and has designed this set of procedures to help you understand some of the requirements for opening a business in Sandy City.

1. Businesses must register a business entity (DBA, trust, Corporation, LLC etc) with the Utah Division of Corporations. That agency is located at the Heber Wells Building 160 East 300 South, SLC., or online at www.business.utah.gov/registration (aka OneStop). The fee for a DBA is \$22 (renewable every 3 years) or \$52 for LLC or Corp (renewable annually). You must submit some form of acknowledgement/verification of filing the State registration, with this application.
2. Business involved with the sale of a tangible product must provide evidence of a State Sales Tax number. If you plan on securing the sales tax number at the same time as you register the business entity, you may do so at the OneStop web site. You may also obtain the sales tax number from the State Tax Commission at 210 N 1950 W, SLC. If you anticipate commencing business in less than 4 weeks, you will need to apply for the number in person or on line via the above link. There is no fee for obtaining a sales tax number.
3. Please complete the application in dark ink. Incomplete or illegible applications will be returned. All applications must contain an original 'wet' signature of one of the applicants.
4. Allow 30 days for processing. Temporary Permits may be available for unforeseen delays.
5. Fees must accompany the application. Please contact this office for computation of pro-rated amounts. Fees are adopted by City Council and are represented in a Fee Schedule. Regulatory and disproportionate fees are pro-rated by the calendar quarter. Note: A double license fee penalty may be incurred for business conducted prior to obtaining a license.
6. A license is granted when approvals have been received from several separate departments, including Sandy Fire, Sandy Building and Safety, Police, Zoning Departments and Salt Lake City-County Health Department.

Please contact the inspectors after the application is filed and the business is ready for inspections.

FIRE DEPARTMENT 150 E. 9000 S. SANDY, UT 84070	PH: (801) 568-2943	REQ Y / N	APPT:
BUILDING & SAFETY 10000 CENTENNIAL PKW SANDY, UT 84070	PH: (801) 568-7251	REQ Y / N	APPT:
COUNTY HEALTH DEPT. 788 E WOODOAK LN MURRAY, UT 84107-6379	FOOD: (801) 313-6620 SALON: (801) 313-6641	REQ Y / N	APPT:
UTAH DEPT OF AGRICULTURE REGULATORY SERVICES 350 N REDWOOD RD SALT LAKE CITY, UT 84115	FOOD: (801) 538-7159 PESTICIDE: (801) 538-7188	REQ Y / N	APPT:

7. There are additional application requirements for alcohol sales, sexually oriented businesses, pawn broker, auctioneer, and arcades. Temporary or soliciting type businesses are licensed on a separate application with specific requirements. Please contact the License Department for further information.
8. License renewals are due January 1 each year. The License will indicate an expiration date. Renewal notices are sent as a reminder, but you are ultimately responsible for ensuring timely renewal payments. A 25% delinquent late fee assessed on accounts 30 days of delinquent. After 45 days, additional 50% delinquent penalty is assessed. Any delinquency after 60 days, is forwarded to the Legal Department. Collection fees may be incurred by the delinquent license holder.

	<h1>Sandy City</h1> <h2>COMMERCIAL LICENSE APPLICATION</h2>	Rec'd	
		Account #	

****PLEASE PRINT OR TYPE IN BLACK INK****

BUSINESS NAME (DBA):		LOCAL BUS PHONE #:	
BUSINESS ADDRESS:	CITY & STATE:	ZIP:	
BILLING ADDRESS	CITY & STATE:	ZIP:	FAX:
NEW___: RELOCATION___: MULTIPLE:___	STATE TAX#: (ATTACH VERIFICATION)	DBA, CORP, LLC, PARTNSHP...	STATE/FED PERMIT:

DESCRIBE THE NATURE OF BUSINESS:

DO YOU USE, STORE OR MFG ANY CHEMICAL, COMBUSTIBLE OR HAZARDOUS MATERIALS? YES / NO IF 'Y', PLEASE EXPLAIN ON REVERSE

SEXUALLY ORIENTED BUSINESS Y / N ; ARCADE Y / N ; SALES OR CONSMPTION OF ALCOHOL Y / N ; PAWN/2ND HAND Y / N .

OPENING DATE_____, BUSINESS HOURS FROM _____ TO _____, M T W Th F S Su

ALL OFFICERS & OWNERS (FIRST/MIDDLE/LAST)	HOME ADDRESS (INCL CITY, ST, ZIP)	HOME PHONE
1.	() --
2.	() --
3.	() --

DATE OF BIRTH (MM/DD/YYYY)	MISC INFO AS REQUESTED	DRIVER LICENSE NUMBER
1. / /		# St:
2. / /		# St:
3. / /		# St:

BUSINESS TYPE/ENTITY: INDIVIDUAL_____ PARTNERSHIP_____ CORPORATION_____ LLC_____ OTHER_____

REGULATORY FEE	\$ 120	PRORATE___%	\$	DISPROPORTIONATE	\$	PRORATE___%	\$
# OF APT ___@ \$17	\$	PRORATE___%	\$	SPECIAL REG	\$	INSP/PROCESS	\$35
# OF EMP @ \$11	\$	PRORATE %	\$	PENALTY	\$	TOTAL DUE: \$	

This application is subject to approval by the Mayor, City Administrator and/or City Council and the Police Department. All businesses must pass inspections of Sandy Fire, Planning & Zoning, Building and Safety and/or City-County Health Department and some businesses may require a police background check to be completed before a license is issued. If a license is not obtained prior to opening your business, you may be subject to a DOUBLE LICENSE FEE PENALTY.

I do hereby agree to the conditions of this application. I also agree to conduct my business in accordance with Sandy City Ordinances and any other State Statutes or Federal Laws governing operation of such business.

Signature of Applicant_____ Date_____

(Any one applicant as indicated above)

Print Name_____ Title_____

Eng		Fire		PD		Dept Hlth		Plan/ Zone		Bldg		Dept Agr		Misc	
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AFFIDAVIT FOR EXEMPTION*

STATE OF UTAH }
COUNTY OF SALT LAKE }ss SANDY CITY }

I, _____, being first duly sworn on oath,
(applicant's name)

depose and states that I am the _____ of the business known as
(position on the organization)

_____ located at _____,
(business name) (local address)

a business duly licensed by Sandy City and that during the year _____, the gross sales or receipts for services or sales for such business are anticipated to be less than \$50,000 annually.

All future reports and remittances subject to audit and approval to retain the full license fee exemption.

Signed _____

Subscribed and sworn to before me this _____ day of _____, 200_____.

Notary _____

Residing at _____

Commission expires

* This form must accompany any business license wishing to claim discounted license fees.